

California State Capitol Event Application Packet

Please follow these instructions to successfully acquire a permit for use of the grounds of the State Capitol. Section 14685 of the California Government Code provides that the California Highway Patrol may establish rules and regulations for the protection of state employees, properties, buildings and grounds, through the issuance of permits. Any violations of the governing statutes are misdemeanors. Title 13 of the California Code of Regulations (CCR), Chapter 11, commencing with Section 1850 is the *Rules Applicable to Use of State Property*. It relates the holding or conducting of any demonstration, gathering, public assembly or parade on or in state buildings and grounds is prohibited unless a permit for such activity has been issued. The Department of the California Highway Patrol is responsible for issuing the permits. Permits and the rights there under may not be assigned to a third party. The CHP shall issue a permit upon receipt of a complete and proper application providing all of the criteria are met. An amended permit contract may be required when an activity or event is large, complex and/or alcoholic beverages are to be served.

The activity planned can only be conducted in the area designated in the permit without creating or causing risk of injury or illness to persons or risk of danger to property and will not impede the performance of public business. (Title 13 CCR 1855 (b,2))

Weapons are not permitted on state property except as provided by law (Penal Code Sections 171b, 171c, and 171d).

Hazardous materials (whether liquid, solid, or compressed gas) are not allowed on State property during any event. This includes all materials listed in Code of Federal Regulations Title 49, commencing with Part 171, Section 101. This includes helium tanks.

Instructions

1. Pick up an application packet.
2. Read through the application packet thoroughly. The State Capitol Grounds are governed by specific rules that must be followed during the permitted event.
3. Submit the completed application in one of three ways.
 - a. Email to CapitolPermits@CHP.CA.GOV
 - b. Fax to 916.445.3247
 - c. Drop off at the State Capitol, Room 1160.
4. You must submit your application at least 10 business days prior to the proposed date of the event.
5. Processing permits generally takes 3-5 business days, but may take up to 10 business days.
6. If you are approved you will receive a copy of your permit. You are required to maintain the copy on hand during your permitted event. If you are denied you will be contacted and an explanation will be given. These are the 4 main reasons for denial of an application and event:
 - a. Incomplete information, false statements or misrepresentation have been made on the permit application.
 - b. Fraud in obtaining the permit.
 - c. The person to whom the permit was issued is not present at the activity.
 - d. The conduct of either the person to whom the permit was issued or person attending the activity involves a violation of the permit, these regulation, state law, or any other statute and ordinance.

FREQUENTLY ASKED QUESTIONS

1. *How much does the permit cost?*

There is no fee for the permit. An insurance bond may be required for large groups.

2. *How far in advance can I request a permit? (Title 13 CCR 1855 a)*

Permits may be requested no more than one year in advance but must be submitted a minimum of 10 business days prior to the commencement of the event. Permits are granted a first come first serve basis. The sooner you turn in your application, the better the chance the date and area requested will be available. No dates are held without a completed application.

3. *How do I know if I need insurance? (Title 13 CCR 1855 b)*

The holder of the permit assumes financial responsibility for the event. Insurance may be required for events on state property due to the size or complexity of the event. Events of more than 500 participants around the Capitol structure or events of more than 100 participants in the botanical garden area of the Capitol will be required to have a one million dollar insurance bond or posting a deposit. The State reserves the right to evaluate smaller events on a case by case basis involving State property where insurance may be required.

If you are required to submit a one million dollar general liability insurance bond, it is made out to the California State Dept. of General Services, state capitol park, date and time of event. It must be faxed to the permit office prior to the event. All events of 500 people or more and all tent/structure set up are REQUIRED to be coordinated through Dept. of General Services prior to your event at 916-324-1229.

4. *Will I have access to power and water?*

There is power at most locations and it is always on unless there is a problem which is being worked on. For questions regarding electricity, call (916) 445-2260. Outlets for water are found in most areas but require a special key. For questions regarding water, call (916) 323-6437.

5. *Does the California Highway Patrol provide equipment for the event? (PA System, Stage, Ect.)*

No. The California Highway Patrol does not provide any equipment for the event.

6. *Where do I park? Are any vehicles allowed on Capitol grounds for unloading?*

No vehicles will be allowed past the security fence around the Capitol. You must park on the city streets. If you have any special parking requests, please contact Sacramento City On-Street Parking at (916) 808-2690.

7. *Can I film on outside the Capitol?*

Yes. Filming for private use is permitted, but all requests for commercial filming need to go through Sacramento City film commission at (916) 808-8984.

8. *Does my permit give me access to inside the Capitol?*

No. Permission for events/photos inside the Capitol is only given through the Joint Rules Committee. The office may be reached at (916) 319-2800. Written permission must be granted prior to any activity inside the Capitol.

9. *Am I responsible for the clean up after the event? (Title 13 CCR 1855 b)*

Yes. The rules require permit holder to ensure the grounds are left clean and as previously found, after the event. Failure to remove all trash could result in financial liability of the permit holder. You must arrange to take away all of your own garbage.

10. *What is a security monitor and how many do I need? (Title 13 CCR 1855 b)*

One (1) security person shall be designated for each fifty (50) persons expected to be in attendance. Each member of security shall wear a distinctive emblem, insignia, or article of apparel at all times during the activity for identification purposes. A security person may be a security professional or a member of your party; friends or volunteers, who has been specifically designated as described. CHP personnel may be contracted for security and are required for events serving alcohol.

11. *Are there rules for the signs and posters I can bring to the Capitol? (Title 13 CCR 1862)*

Yes. Carrying, transporting or using signs, posters, placards or banners exceeding thirty inches (30”) in size in or on any state building or grounds is prohibited unless prior written permission has been obtained from CHP, whose review, shall not be made on the basis of content. The size of the handles or supports for such signs, posters, placards or banners shall be limited to one-fourth inch (1/4”) in thickness by three-fourth inch (3/4”) in width and shall extend no more than eighteen inches (18”) beyond a single exterior edge of such sign, poster, placard or banner except with prior written permission of the CHP. All such handles or supports shall be of wood without exception.

All such signs, posters, placards, or banners shall be hand carried and not in any way affixed, fastened, or attached to the premises: not self-supporting and placed for display; nor leaned against any wall, partition, or other portion of a state building or grounds. The carrying of such signs, posters, placards or banners in a way that obstructs freedom of passage through, or in state buildings or upon state grounds is prohibited.

12. *Are physical activities allowed at the capitol? (Title 13 CCR 1867, 1869)*

All activities which involve running, jumping, tackling, strenuous activity or physical contact between parties is prohibited in State Capitol Park. This includes, but is not limited to, football, baseball, Frisbee, golf, catch, soccer, and devices used for jumping in or upon. Operation and use of bicycles, roller skates/blades, skateboards, and other wheeled conveyances are prohibited on state property. (Read section for exceptions)

13. *Can I hold an event to raise money at the Capitol? (Title 13 CCR 1855 b) (GC section 84309)*

The event cannot be a commercial activity. “Commercial activity” is defined as any activity or action, undertaken in whole or in part by one or more entities and/or individuals, whose purpose in whole or in part, directly or indirectly, is to derive or realize a present or future financial gain for the individual(s) or business entity or entities. The only exception is for certified tax exempt organizations with a valid 501(c)(3), from the IRS which designates them as a tax exempt organization. For this exception contact the permit office. Also, all political fundraising is prohibited in or on state property.

14. *Are fires allowed on State grounds? (Title 13 CCR 1864)*

No, all fires are prohibited on State property. This includes BBQs, candles, open flames, and any flame producing equipment of any type.

15. *Are there any rules that apply from the Federal ADA codes?*

Yes. You must comply with the Federal ADA codes.

16. *Can I change or adjust the ground surface?*

There are specific guidelines for any adjustments of the ground surface, including carpet. Please contact the permit office for additional information. All plans must be approved by the Department of General Services prior to the event.

17. Can I use decorations for the event? (Title 13 CCR 1863)

Yes, limited decorations are allowed. No decorations are to be hung, tacked, taped or in any other way to trees, shrubbery, fencing, or lamp posts on state property.

18. Are dogs allowed at the Capitol?

Dogs, cats, and other domesticated animals shall be on leash while on state property. Dogs, cats, and other domesticated animals are prohibited inside state buildings (See exceptions) (Title 13 CCR 1866). If you wish to bring any other animal onto the grounds you will need prior written permission from the permit office.

Capitol Map

Please use the map below to identify the location you are requesting for your event.

